



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS - MONTANA

P.O. Box 4789 (1900 Williams Street)

Ft. Harrison, Montana 59636-4789

DATE: 29 Dec 2006

HUMAN RESOURCE OFFICE

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-012

CLOSING DATE: 12 Jan 2007

POSITION ADVERTISED AREA I - TEMP PROMOTION / TEMP REASSIGNMENT (AREA II TEMPORARY INDEFINITE) WITHOUT POSSIBLE PERMANENT STATUS.

BARGAINING UNIT POSITION: Public Health Technician, GS-0640-07/08

SALARY RANGE: GS-07 \$35,116.00 - \$45,648.00 PA (per annum)
GS-08 \$38,890.00 - \$50,556.00 PA (per annum)

LOCATION: 120th FW, Great Falls, Montana SELECTING OFFICIAL: CMSGT LEONARD

APPOINTMENT FACTORS

EXCEPTED ☒

OFFICER ☐

ENLISTED ☒

COMPATIBILITY: AFSC: 4E0X1

NON-SUPERVISORY ☒

TEMP INDEF ☒ (AREA II) TEMP ☒ (AREA I Temp Promo/Reassign)
-BOTH AREA I AND II WITH POSSIBLE PERMANENT STATUS.

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

☒ AREA I All permanent excepted technicians in the Montana AIR National Guard.

☒ AREA II All members of the Montana AIR National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Air National Guard. An applicant is not required to possess a Security Clearance or the above AFSC/AOC/BR/CMF/MOS (s) to apply. Selectee must possess or obtain a compatible military position with an above AFSC/AOC/BR/CMF/MOS and a Security Clearance (unless otherwise specified in Encl 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: The following is a brief statement of duties from Position Description No. 80718000. The primary purpose of this position is to plan, evaluate, and administer portions of installation occupational and community health programs, such as occupational health examinations, respiratory protection, hearing conservation, fetal protection, bloodborne pathogens exposure control, communicable disease control/immunization, disease vector surveillance, aircraft inspection, facility sanitation, food handling safety, health risk assessment, and medical intelligence. Analyzes the results of Bioenvironmental Engineering (BEE) industrial hygiene surveys, and determines the need for employee/worker type(s) of occupational exposures, researches related scientific and compliance data to determine the scope and frequency of required occupational health examinations (OHE). Identifies specific target organs for testing

when designing OHE(s), and determines appropriate biological indices. Coordinates the completed OHE packages with the Aerospace Medical Council (AMC).

PROMOTION POTENTIAL: Promotion potential to GS-08, if hired as GS-07, upon completion of a classification desk audit.

METHOD FOR EVALUATING AND RANKING CANDIDATES: To receive full credit for your qualifications, provide detailed evidence of experience, training, education, awards, hobbies, self-development achievements, and any other aspects of your background **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Show how and when they were used. Evidence of experience must include clear, concise examples to show level of accomplishment and degree of responsibility. Your application will be the basis for ranking these factors. Article Eighteen (18) of the negotiated Labor/Management Agreement applies for Area I applicants. The State Merit Placement Plan (DMAMT AF Regulation 40-335) applies to all Area II applicants. **THIS IS A BARGAINING UNIT POSITION.**

PCS FUNDS NOT AUTHORIZED.

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included, the HRO will use this form to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena, or Great Falls, MT. Verbal applications will not be accepted or considered. Applications may be **hand delivered** to the **HRO office in Helena, MT**, no later than the closing date specified on this vacancy announcement. **Mailed applications MUST be postmarked on or before that date. FAXED (406-324-3135) AND EMAILED (hrojva@mtgrea.ang.af.mil) APPLICATIONS WILL BE ACCEPTED.** Applications postmarked or date stamped after the closing date will not be considered. Applications being mailed **must** be sent to: **THE ADJUTANT GENERAL, ATTN: HRO-STAFFING, P. O. Box 4789, FT Harrison, MT 59636-4789.** **USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. Applications will be retained by the HRO, Helena, as they are used to support this announcement. For applications and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST
LTC, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-012

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each **KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.**

KSA'S FOR PUBLIC HEALTH TECHNICIAN, GS-0640-07, 80718000

1. Skill in creating and maintaining records and reports.
2. Ability to manage applicable portions of public health program.
3. Ability to plan, schedule and organize.
4. Ability to develop/conduct/interpret/analyze occupational exams.
5. Skill in reading/interpreting technical publications.
6. Knowledge of publications and guidance relating to public health processes.

GENERAL EXPERIENCE: General experience, education, and training which demonstrates the applicant's knowledge of procedures and equipment used in providing support services to the medical group.

SPECIALIZED EXPERIENCE: Must have 12months of specialized experience in medical administration.

Enclosure 1

KSA'S FOR PUBLIC HEALTH TECHNICIAN, GS-0640-08, 80718000

1. Skill in creating and maintaining records and reports.
2. Skill in implementing and managing complete military public health program.
3. Skill to plan, schedule and organize.
4. Ability to develop/conduct/interpret/analyze occupational exams.
5. Skill in reading/interpreting technical publications.
6. Knowledge of publications and guidance relating to public health processes.

GENERAL EXPERIENCE: General experience, education, and training which demonstrates the applicant's knowledge of procedures and equipment used in providing support services to the medical group.

SPECIALIZED EXPERIENCE: Must have 18 months of specialized experience in administration of medications, rendering emergency treatment, performing medical tests and examinations.

MARTIN J. LEONARD, CMSGT, MTANG
Health Systems Specialist

Enclosure 2